



EXEMPT POSITION DESCRIPTION

POSITION: Career Development Manager
PROPERTY:
DEPARTMENT: Human Resources
REPORTS TO:

GRADE LEVEL:
JOB CODE:
DEPT NO:
LICENSE:

POSITION SUMMARY

This position will be responsible for all learning and development activities, including – program facilitation, coaching and consultation, and performance analysis. The Career Development Manager will play a part in the full process from diagnosis through implementation to developing metrics and measuring the effectiveness of initiatives. They will work collaboratively with departments to develop and achieve performance excellence by identifying strategies and recommendations directly linked to organizational and business goals.

JOB DUTIES

1. Deliver learning and leadership programs
2. Identify areas for opportunity/improvement across property and recommend solutions
3. Train, assess and coach property leaders to be effective program facilitators and to implement recommended solutions
4. Measure effectiveness/ROI of learning programs and solutions

GENERAL RESPONSIBILITIES

Learning Program Facilitation

- Develops calendar of learning programs and executes against, including New Hire Orientation and Foundational Leadership Programs
- Conducts regular train-the-trainer sessions to prepare property leadership to facilitate learning and leadership programs
- Creates performance expectations for facilitators and holds property leadership accountable for the facilitation of programs

Performance Coaching and Consultation

- Coaches department leaders to execute new initiatives/programs
- Recommends ways to enhance performance opportunities and improve training effectiveness

Performance Analysis and Needs Assessment

- Assesses, measures and enhances the performance of individual team members and entire departments
- Conducts needs assessments via intake meetings
- Gathers information, analyzes data trends, identifies root cause(s), and proactively provides information to the business or project teams

Other duties as assigned

SUCCESS PROFILE

- Influence
- Managerial Courage
- Managing through Ambiguity and Change
- Communicating with Impact
- Process Mindset
- Creative and Critical Thinking
- Directing and Developing Others
- Business Acumen
- Managing Performance

JOB QUALIFICATIONS

- 3+ years Facilitation experience
- Experience managing a team
- Instructional Design/Curriculum Development experience
- Exposure and application to web-based learning programs
- Working knowledge of data analysis tools and techniques
- Demonstrated ability to isolate key business trends/metrics to determine skill gaps
- Proven ability to present data in a logical, concise manner and to explain data and technical concepts to a non-technical audience
- Significant project management experience
- Experience managing multiple projects
- Exceptional verbal and written communication skills
- Ability to communicate with all levels of leadership
- Effective organizational, collaborative and partnering skills
- Proven interpersonal, relationship, team and facilitative skills

To apply, please contact **Jonathan Barth** at 314-541-5125 OR jonathan.barth@pnkmail.com.
You may also apply online at www.pnkinc.com/careers